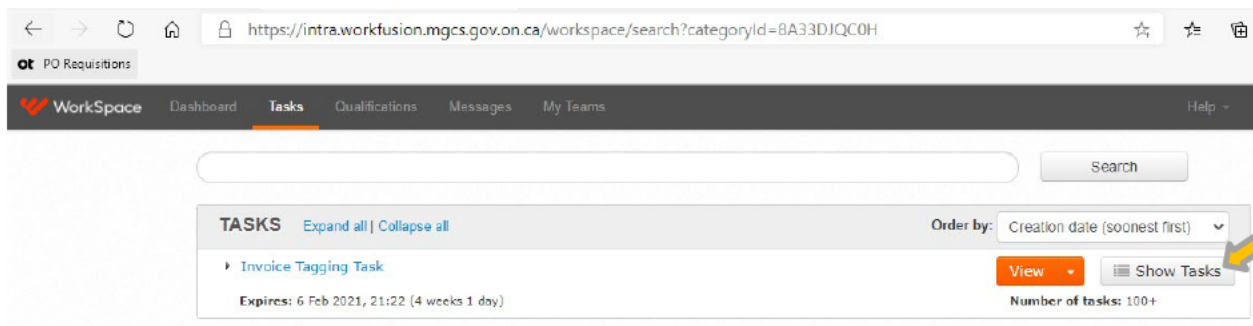


Steps to search an invoice request in Tagging Task using invoice number

Step 1: Identify the invoice number corresponding to “High Value” invoice.

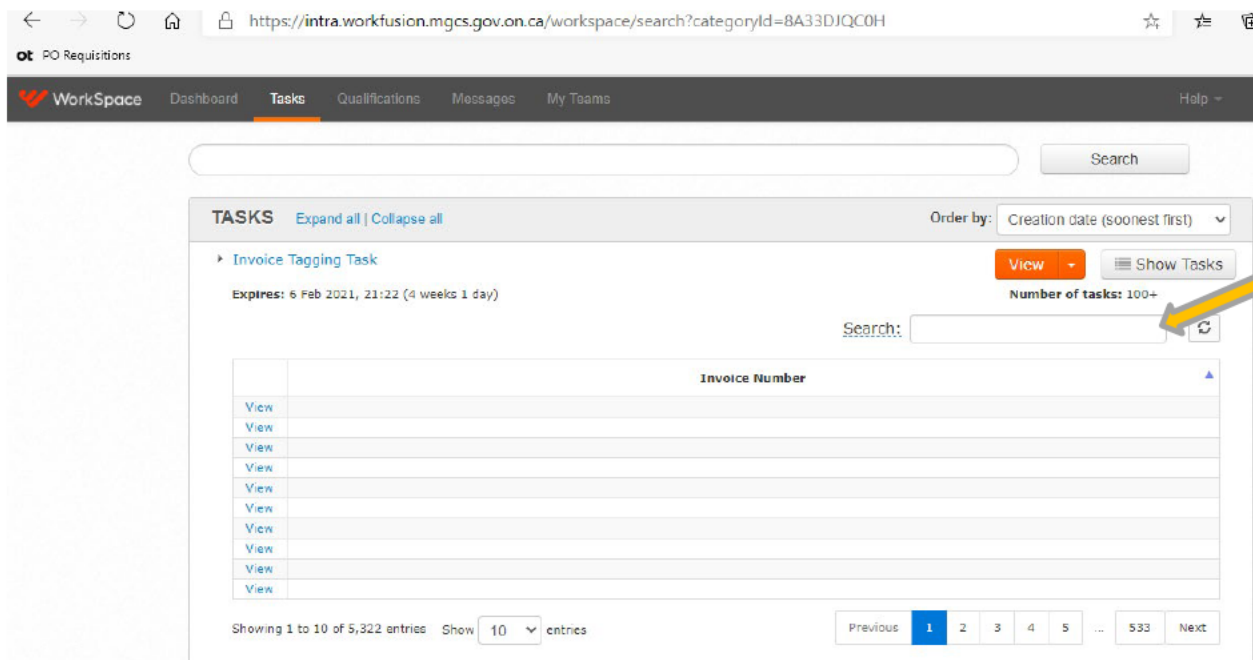
Step 2: Click on the button “**Show Tasks**” highlighted in the below screen-print.

Figure 1:



Clicking on “**Show Tasks**” button will display the below page

Figure 2:



Step 3: Search invoice number identified in step 1, using Search box in Figure 2. Once the filtered result is displayed, use the mouse right button at “**view**” link to open the tagging task in a **new window** or **new tab** as desired. Doing this will leave the search window available for next search.

